

Sample email text:

Subject: Request for Feedback

I am interested in participating in the *UF Leader 360* assessment and would like to invite you to provide me with feedback about my leadership skills. I see this assessment as an opportunity to improve my leadership skills. Will you help me by taking 20-30 minutes to give me your honest assessment of my leadership? To participate, copy and paste the Web address below into your Web browser and respond to the questions.

<http://hr.ufl.edu/training/360/login.asp>

All feedback, except from my direct supervisor, will remain anonymous.

Please submit your responses no later than (date).

Thank you for your time.

Sincerely,
(Name Here)